



Job Announcement

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RE-POST

Opening Date:	September 15, 2006	Closing Date:	September 29, 2006
Job Title:	Stock Clerk II	Position Type:	Contractual Full Time
PIN:	941301	FLSA Status:	Non-Exempt
Location:	District Court Headquarters - Engineering & Central Services Annapolis, Maryland	Salary:	\$11.07 per hour (No State Benefits)

Essential Functions: This is work receiving, sorting, stocking and delivering materials, equipment and/or records. Work involves sorting, checking and verifying incoming goods against shipping documents and invoices; shelving, coding and locating stock and court records; storing, retrieving, distributing, archiving and destroying electronic and paper court records; rotating stock; processing requisitions and assembling orders for shipment via commercial carriers; taking physical inventory; pick up and delivery of mail, materials, supplies, equipment and records; maintenance and cleaning of equipment, tools and work areas. An employee in this classification may act as a courier between court locations throughout the State. Work is performed with moderate supervision and is evaluated frequently to assure completion and accuracy of assignments.

Education: High School Diploma or GED.

Experience: Minimum of six months of related experience.

Skills/Abilities: Must be able to follow written and oral instructions. Ability to lift and move large objects weighing up to 50 pounds unassisted and 100 pounds assisted. Ability to learn mail handling and parcel distribution procedures and routes. Ability to learn and operate various types of equipment such as micrographic equipment, pallet jacks, personal computers, etc. Ability to drive a truck and/or van. Must possess a valid Maryland driver's license with no more than 2 points. Ability to perform all essential functions of this position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.